



State of Washington

SPACE PLANNING DATA SHEET

Last updated: June 2017

Instructions: This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage. Refer to the State Facilities Workplace Strategies and Space Use Guidelines for more information.

Data supplied in this document will be used to:

- Evaluate the agency's request for space
- Develop the request for proposal or market search for space
- Evaluate qualifying proposals ability to meet the program needs
- Assist in developing a space plan

The following pages include summary instructions at the top of each page.

Project Summary Information (compiled from the following tables)

Project Title: NEW Richland Field Office **Date Submitted:** 9/23/2021

Existing Facilities Total Square Feet: -

Facility Area Summary	Planned
Square Feet for Workspaces	2,380
Square Feet for Meeting & Focus Space	1,340
Square Feet for Office Support	430
Square Feet for Storage & Files	300
Square Feet for Program Special	1,495
Occupant Area	5,945
Base Building Circulation (40% of Total Occupant Area)	2,378
Usable (Total Occupant Area + Base Building Circulation)	8,323
Building Service and Amenity Areas (10% of Usable Square Feet)	832
Total Rentable Square Feet	9,155
Square Feet for Warehouse and Special Equipment (Not in Circulation Area)	0
Total Project Square Feet	9,155

User and Workspace Summary	Existing	Planned
Resident	0	37
Internally Mobile	0	0
Externally Mobile	0	8
Remote	0	0
Vacant	0	0
Total Users	0	45
Total Offices	0	3
Total Workstations	0	31
Total Mobile Benches	0	0
Total Touchdown Spaces	0	4
Total Workspaces	0	38
Rentable Square Feet Per Users	0	203
Rentable Square Feet per Workspaces	0	241

Percent of Workspaces to Number of Users	0.0%	84.4%
Planned User Growth		#DIV/0!
Planned Workspace Growth		#DIV/0!

Definitions

User: Any person who routinely works at a facility of any amount of time and may have an assigned workspace.

Resident: A user who typically spends at least 75% of his/her time in the facility (with more time spent at the workspace than away from it).

Internally Mobile: A user who is away from his/her workspace or somewhere else in the facility more than 50 percent of the time.

Externally Mobile: A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.

Remote / Visitor: A user who is occasionally (one-four days per month) in the facility.

PROJECT TITLE: NEW Richland Field Office				Date: 09/23/2021				
Instructions: To determine the size of these spaces multiply the number of users by the square feet in the chart below. See the guide below the table for types of space to consider in this category.								
MEETING & FOCUS AREAS								
TYPE OF SPACE	SPACE CALCULATION							NOTES
	NUMBER OF USERS PER SPACE	SQUARE FEET PER USER	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL USERS PLANNED	PLANNED SQUARE FEET	
Training Rooms	20.00	35	700		1	20	700	Staff Meeting/Training Room
Training Rooms	16	20	320	-	2	32	640	Supervised Individual Group Classes (Chemical Dep, T4C)
Conference Room	6	15	90			-	-	GRE Staff Conference room, and GRE Class for Supervised Individuals.
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PROJECT TITLE: NEW Richland Field Office				Date: 09/23/2021	
Instructions: Identify the types of other office support areas that are necessary for this facility. See the guide below the table for types of space and their definitions to consider in this category.					
OFFICE SUPPORT					
	SPACE CALCULATION				
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES
Breakroom	200		1	200	Staff Break room
Telecom	50		1	50	Exhisting Room in new space
Wellness Room	100	-	1	100	Enclosed space provided for staff wellness use.
Electrical/Mechanical Room	80		1	80	
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PROJECT TITLE: NEW Richland Field Office				Date: 09/23/2021	
Instructions: Identify the types of storage and file areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.					
STORAGE & FILES AREAS					
TYPE OF SPACE	SPACE CALCULATION			TOTAL PLANNED SQUARE FEET	NOTES (Include any floor loading information)
	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY		
Supply - Workroom	100		1	100	
Storage	50		1	50	
Files	100		1	100	
Janitor Closet	50		1	50	
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TOTAL SQUARE FEET FOR STORAGE & FILES				300	

PROJECT TITLE: NEW Richland Field Office						Date: 09/23/2021
Instructions: Identify the types of space outside of the circulation areas that are necessary for this facility. See the guide below the table for types of space to consider in this category.						
WAREHOUSE AND SPECIAL EQUIPMENT						
TYPE OF SPACE	CONDITIONED/ NOT CONDITIONED	SPACE CALCULATION				NOTES (Include any floor loading information)
		SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	
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TOTAL SQUARE FEET FOR WAREHOUSES AND SPECIAL EQUIPMENT					-	

SPACE TYPE	
Shop	Loading Dock
Special Equipment Storage	Secure Vehicle Storage
Emergency Generator System	Vehicle Storage

LOCATION AND SITE REQUIREMENTS

Instructions: The information in this section will define the geographic location and site requirements for the proposed new space. The information will be used to develop the Request for Proposals or Market Searches.

Provide requested geographic boundaries:

General vicinity of the City of Richland

Location restrictions, if any:

Proposed sites must be zoned appropriately for intended use (i.e. government office/service delivery). Proximity to sensitive areas such as schools, daycares, parks, etc. to be evaluated on a site by site basis.

Define the service area using zip codes, cities, counties, or regions:

City of Richland

Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:

Perference of site near county jail, but this is not a requirement.

Define any public transportation requirements:

Within easy walking distance of public transportation routes.

Define any access requirements to major routes of travel:

Area served by public transportation.

Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles, vanpools, charging stations for electric vehicles):

Per statute and code requirements, electric vehicle charger, dual head.

Describe any special site requirements (access, large turning radius, etc.):

Rear building exit with vehicle access for arrests and transports. Secured Parking for state vehicles.

Describe any special pedestrian access requirements:

Will this facility house public employees that may also serve the general public?

☐ Yes ☐ No

Describe any unique parking requirements:

Secured Parking for State Vehicles

Note: Generally, space is acquired with jurisdictional code parking. If the agency requires parking in excess of the jurisdictional code, information can be found on the DES website. Parking needs above code will be defined using the established DES policies and resulting number of stalls should be included in the request for proposals or market search.